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- Evaluation of resources from last run
 - Personnel and Productivity
 - Documentation
 - Communication
- Goals and action items for next run
- Discussion



Personnel & Productivity

- Role of RHIC Accelerator Physicists
 - On shift or call in?
 - Direction, participation, planning
 - Education
- Role of specialists
 - Reducing call-ups and call-ins
 - Spreading the wealth of knowledge



Documentation

- Daily items
 - Machine Log and Elog
 - Logged data, archiving and restoring
- Applications
 - Overviews, help files, troubleshooting
- Procedures
 - Tracking machine & operational changes
 - Alarm management
 - Diagnostic instructions & sequences

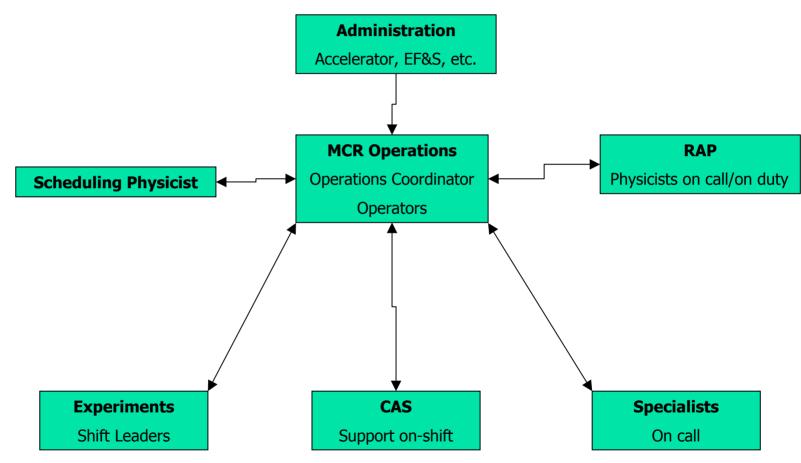


Communication

- The communications path
 - MCR, Experimenters, Specialists, RAP
 - "Marching Orders"
 - 0900 meetings
 - Scheduling Physicist
- Communications tools
 - Web pages
 - Logs, Call-in lists
 - Vote to dump
 - Ring entry request
 - CATV
 - Telephone, Public Address
 - Call volume



Getting the word out





- Tasks for MCR during shutdown
 - Alarm management
 - Call-in lists
 - Improving communication media
- Requests for other groups
 - Documentation improvements
 - Education & training



Discussion

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